








BANNER NAVIGATION GUIDE

Last modified 7/16/06








Function	Keystroke Option	Menu Option	Toolbar Button
Next Record	Down Arrow	Record / Next	
Previous Record	Up Arrow	Record / Previous	
Clear or Delete Record	Shift + F6	Record / Clear or Record / Remove	
Insert Record	F 6	Record / Insert	
Duplicate Record	F 4	Record / Duplicate	none
Next Block	Ctrl - Page Down	Block / Next	
Previous Block	Ctrl - Page Up	Block / Previous	
Roll Back	Shift + F 7	File / Rollback	

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Function	Keystroke Option	Menu Option	Toolbar Button
Next Field	Tab	Field / Next	none
Previous Field	Shift + Tab	Field / Previous	none
Enter Query	F 7	Query / Enter	
Execute Query	F 8	Query / Execute	
Cancel Query	Ctrl + Q	Query / Cancel	
Save or Commit	F 10	File / Save	
Exit	Ctrl + Q	File / Exit	
Select	Shift + F 3	File / Select	